



DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Program Technician III
Sacramento - Permanent, Full-time

The Department of Real Estate has several openings for Program Technician III's in our Sacramento Licensing/NMLS Section. The position is located at 2201 Broadway in downtown Sacramento.

Duties of the position include:

- Review and process broker (MU1/MU4 sole-proprietor), corporation, and branch MLO license endorsement filings.
- Utilize the NMLS system and the Department's EIS system to ensure that applications are properly completed, proper fees have been submitted, testing and educational requirements have been satisfied and criminal background check and credit reporting requirements have been completed.
- Review problem filings, prepare and send correspondence to licensees via email or mail requesting additional or corrected fees and/or information.
- Review of these filings will require extensive knowledge of all DRE licensing program areas to ensure the information on DRE EIS records matches information, including comparing Trade Names entered on NMLS with Fictitious Business Name Statements entered on EIS, review of company legal status, review of Qualifying Individual's listed on NMLS matches DRE's Designated Officer records, review of MU2 filings (Control Person, Direct and Indirect Owners) to ensure no individual owning or controlling more than 10% is not in violation of Business and Profession's Code 10177.
- Conduct a review of incoming criminal record history information and respond to disclosure questions off the NMLS system and compare this information with disclosure and/or RAP information previously submitted by the licensee to determine whether the violation disclosures can be cleared as they relate to Commissioner's Regulation 2910 (Criteria of Substantial Relationship), Commissioner's Regulation 2758.3, (Evidence of Financial Responsibility), and internal Enforcement and MLA policies to determine endorsement eligibility or whether a referral must be made to the Licensing supervisor, or the MLA Section for further review.
- Process broker and corporation real estate license change requests, including processing substitutions of officers, requests to add Fictitious Business Name Statements to ensure they are filed correctly, not misleading and comply with Commissioner's Regulation 2731, for those licensees who hold company MLO license endorsements (sole proprietor and corporation).
- Review and process branch office filings for those companies who have filed a MU3 branch filing on NMLS.
- Perform reviews of NMLS and DRE records to ensure compliance with Commissioner Regulation 2758.5, which requires a licensee to maintain both NMLS and DRE records in sync.
- Research NMLS filings that appear on the EIS non-match screen to determine the nature of the discrepancies, which includes research of imaged documents, contacting the licensee via email or by telephone to discuss discrepancies, and possible correction of EIS records.

Desirable qualifications:

- Ability to follow oral and written instructions and communicate effectively.
- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to answer, screen and transfer incoming phone calls.
- Excellent attendance and interpersonal skills.
- Patience and tact in dealing with the public, staff members and others.

Salary Range: **\$2951 - \$3588**

Who may apply:

Current State employees at the Program Technician III level, those individuals transferable to the class, and candidates who have current list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA or Surplus status on your application. Please indicate RPA #11-192 on your application in order to be considered for this position.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Final Filing Date: December 7, 2011

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>
Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date.

Applicants will be screened using Desirable Qualifications and those most qualified will be contacted for an interview.